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Council on Aging Minutes 11/15/07

ARLINGTON COUNCIL ON AGING
 27 Maple Street
 Arlington, MA 02476-4909

Robert Tosi, Jr., Chair
 Karen Nichols, Vice Chair
 Shirley Chapski, Secretary

Regular Meeting of the Council on Aging
 November 15, 2007
 MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:12 p.m.

Members Present: Robert Tosi, Jr., Harry McCabe, Paul West, Ann MacGowan and Shirley Chapski.

Members Absent: William Carey, Mildred Hurd and Karen Nichols

Others Present: John Jope, COA Executive Director, and Joan Caterino, Arlington Seniors Association.

Quorum Identification/Call to Order: Bob Tosi, Jr. presided and Shirley Chapski kept the minutes. A quorum of 5 was present.

Minutes of the October 18, 2007 Regular Meeting: Ann moved to approve the Minutes of the October 18, 2007 meeting, Paul seconded, five voted in favor, Harry abstained. Motion carried.

Citizens' Open Forum: On behalf of his wife, Harry expressed his appreciation for the flowers delivered to her during her recent illness and to John and his staff for their support.

REPORT OF THE CHAIR:

- Thanksgiving Meals: Bill Murphy will coordinate the delivery of Thanksgiving meals and anyone interested in helping can get in touch with him. The Thanksgiving Meals Program is funded by the Retired Men's Club of Arlington.
- 200th Anniversary Year Town Awards: The winners have been selected by the Board of Selectmen and one of the recipients of the Joseph P. Greeley Awards for Town employees is COA driver, Donald Boudreau. Former COA board member, Dr. Robert Carey will be presented the Robbins Award. Honorees will be recognized at a ceremony at Town Hall on November 29th.

EXECUTIVE DIRECTOR'S REPORT: In addition to the attached Director's Report, John made the following remarks:

- MCOA: The Mass. Council on Aging (MCOA) issues a newsletter, Focal Points, biennially, and it is sent to every town managing official statewide. John, as President of the MCOA, has been working on his message which presents a global look at where senior services are and where they are going.

- LGBT Aging Project of Mass. Presentation on November 8, 2007: A reporter from The Advocate attended the Lesbian, Gay, Bisexual, Transgender workshop recently presented at the senior center by the COA and the article appeared in the November 14 issue.

- Dial-a-Ride RFPs.: The requests for proposals are out and we can expect that the prices for services will be significantly higher than they are now.

OTHER REPORTS:

- COA Representative/Liaison to Minuteman Senior Services: Harry reported that he has missed the last two meetings due to family illness.
- COA Representative/Liaison to the Seniors Association: No report.
- Arlington Seniors Association Representative to COA: Joan Caterino, the new ASA representative, was welcomed and Harry pointed out that she would also be reporting back to the ASA.
- Budget Committee: The Budget Committee met on November 13, 2007. The financial report is included in this month's board package. John reviewed the Municipal Accounts with the members, pointing out a discrepancy between his figures and the comptroller's. Under Elder Affairs, Salaries & Wages, the expense column shows \$22,543 and by John's reckoning it should be about \$16,000. He has asked Maureen, COA payroll clerk, to look into it. Discussion followed on the transportation figures as reported in this

month's financials.

Bob spoke on the Sevyan Scholarship Fund. It has been closed and the remaining funds transferred as revenue into the main Sevyan Charitable Trust Fund. Harry questioned closing the Sevyan Scholarship account. Bob explained that the matter was discussed at a previous Transportation Cte. meeting which Christine Connolly attended. She looked into the scholarship fund and it was considered an inappropriate use of funds and the account was closed. Harry intends to look into the closing of the account further. The next meeting of the Budget Cte. is Tuesday, December 10, at 10:30 a.m.

- Joint COA/ASA Board Meeting & Social: The Joint ASA/COA Meeting and Social held on November 8th went extremely well. Bob said he is very proud of the work, under Ann MacGowan's leadership, that has put into compiling the town-wide survey. Copies of the draft survey were distributed to those in attendance at the joint meeting inviting their comments and suggestions. The next meeting of the Joint Committee will be December 3, 2007.

Bob next described a fund raising suggestion that was put forth at the October 18, 2007 regular meeting, namely, a "Walkathon." Bill Carey and Karen Nichols are looking into it. The Walkathon could serve as a joint venture for the ASA/COA and will be discussed at the next meeting of the ASA/COA Joint Committee.

UNFINISHED BUSINESS:

- Transportation Program: DART: Requests for bids have gone out and are due back by the end of the month.
- Advertising on Vans: John looked into the cost of metal framing for potential advertising on the COA vans. The amount quoted was \$1000 per frame for materials and labor. A lot of work would be involved in pursuing this venture — seeking advertising from local merchants and getting cost information from print shops to produce the placards. Ann offered to contact a print shop for an estimate.
- Recommendations for Funding for FY 2009: In accordance with last month's request, John put together a draft of the COA's recommendations to Ms. Connolly for the board's review, as follows: Item 1: A grant for 80% towards the cost of a new van has been applied for from The Executive Office of Transportation & Construction. It is recommended that the remaining \$10,000 for the new van be taken from the Capital Budget and not the Transportation Enterprise Fund. Item 2: That the agency's Intake and Referral Worker's hours be increased to 21 hours and her salary be funded from the General Fund rather than from the Transportation Enterprise Fund. Item 3: That all costs related to the operation of the COA vans be funded from the General Fund and not the Transportation Enterprise Fund. After discussion, Bob said that all of the board's changes or suggestions to the document will be presented at next board meeting and each item will be voted on specifically. Harry said what is needed are the actual numbers for each item listed; we cannot go forward until this information is provided. John will have the numbers for the next meeting.
- Memorial Envelopes: The Memorial Envelope Project is still in the works and Ann is working on a letter to prospective participants in the program.
- Newsletter Postage: Harry said he was contacted recently by a member of the ASA saying the question had been raised by the COA concerning the appropriateness of the COA paying an annual subsidy of \$1200 towards postage for the newsletter. After phone calls had been made, the matter was resolved and is no longer an issue. The COA will continue funding part of the postage as it has in the past.

NEW BUSINESS:

Elder Affairs Standards of Independence for Senior Center Participation: For information only, John referred the members to this document which was included in the board package. The standards are also posted in the senior center.

Action Items: (a) review the draft of the Recommendations to the Health & Human Services Director; (b) Bill and Karen will get information on a possible "Walkathon" for next spring; (c) review the Town-Wide Survey and get back to Bob or Ann with recommendations/comments. Harry suggested including a segment in the survey on seniors' reactions to town government. John said, alternatively, these questions could be presented in a forum. Ann said the ASA is thinking of having speakers address these sorts of questions; (d) Ann will continue to work on the letter to accompany the donations envelopes; and (e) Ann will get pricing information on van advertising.

There being no further business to come before the meeting, Harry moved to adjourn; Paul seconded; all in favor. Motion carried. Adjourned at 8:55 p.m.

Shirley Chapski, Secretary

Next Regular COA Meeting: December 13, 2007 at 7:00 p.m.

